Salary Budget Transfer Workflow

**Purpose:** To move salary budget to permanently fund employee positions, or to temporarily move salary savings to cover deficits.

**How to Start**

- Select your institution’s Chart
- Select type of Salary Budget Transfer
  - TEMP – moving salary savings to fund another position or account
  - PERM – move funding to budget a position for the full fiscal year

- **Transaction Date:** Enter date within a designated posting period
- **Journal Description:** Provide details for the Budget Transfer

**Salary Budget - Temp Transfer**

Salary Savings can be moved to cover deficits on positions or accounts

1. Enter the Position Number
2. Enter Fund-Org-Account
3. Enter Amount From/To
4. Provide a description (this detail will be displayed in Web*Finance)

**NOTE:** Fringe amount (Account 2910) is automatically calculated based on the Account Number

**NOTE:** Salary Budget Workflow verifies budgeted amount for Temp transfers from the Account total in Web*Finance
If more lines are needed, select “+ Add Journal Rows” to add up to 12 lines

**Salary Budget - Perm Transfer**

Positions are required to be fully funded for the year with permanent dollars.

1.) Enter the Position Number
2.) Enter Fund-Org-Account
3.) Enter Amount From/To
4.) Provide a description (this detail will be displayed in Web*Finance)

**NOTE:** Fringe amount (Account 2910) is automatically calculated based on the Account Number

**NOTE:** Salary Budget Workflow verifies the budgeted amount for Perm Transfers by the Position or Account moving funding in the “From” field.
- **Moving FROM Position**: funding must exist on that position’s cost center in Web*Salary

  ![Web*Salary screenshot](image)

  **NOTE**: Position Number is required if moving budget from a salary account

  **NOTE**: Pay attention to Fringe Rates if moving budget between positions with different rates

  - Ex: Moving from a Temp position (11.5% fringe) to a FT position (34.5% fringe)

- **Moving FROM Operating**: funding must exist in that cost center’s account in Web*Finance

  ![Web*Finance screenshot](image)

  **NOTE**: Position Number is required if moving budget from a salary account

  **NOTE**: Pay attention to Fringe Rates if moving budget between positions with different rates

  - Ex: Moving from a Temp position (11.5% fringe) to a FT position (34.5% fringe)
NOTE: Position Number is not required if pulling from a non-salary account

Submit Journal

Select the “Submit Journal” entry once position/funding information has been entered and the Debits/Credits are equal

Common Errors:

- **Temp Transfers:**
  - Insufficient Budget for Transfer:
    - Check the Account’s “Remaining Balance” in Web*Finance

- **Perm Transfers:**
  - Insufficient Budget for Transfer:
    - From Position: Check the Position’s “Adjusted Budget” in Web*Salary
    - From Operating: Check the Account’s “Remaining Balance” in Web*Finance
  - No Matching Fringe:
    - A position number is required if moving from a salary account